

**MEDINA COUNTY DISTRICT LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING**

January 21, 2019

The Medina County District Library Board of Trustees met in regular session on Monday, January 21, 2019 at Medina Library. With a quorum present, President Kyle White called the meeting to order at 6:01p.m.

Roll Call was taken with the following members noted as present: Ryan Carlson, Sharon Jenks, Mary Ogden, Brad Rice, Mary Schultz and Kyle White.

Library staff members in attendance: Carole Kowell, Director; Julianne Bedel, Assistant Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager and Tammy Nandrasny, Senior Administrative Assistant acting as recording secretary.

Approval of the Agenda – A motion to approve the agenda was made by Mr. Carlson. The motion was seconded by Brad Rice and the agenda was approved unanimously.

Recognition of Guests and Comments from the Public –Ms. White welcomed all in attendance. Ralph Kroll attended as a guest.

Disposition of Minutes –A motion to approve the December 17 meeting minutes as corrected was made by Mary Ogden and seconded by Mary Schultz. Brad Rice and Sharon Jenks abstained. All others approved the motion unanimously.

Financial Report–Mr. Rice moved to open discussion on the monthly financial reports. Mr. Carlson seconded the motion. Fiscal Officer Kelly Kroll reported that December receipts totaled about \$972,028 and expenses were about \$1,544,290. The unexpended balance of \$9,882,065 minus outstanding encumbrances of \$1,269,198 left an ending balance of \$8,612,867 in all funds. Ms. Kroll talked about the history of the carry over and that some years had seen a larger expense output than revenues coming in. She reminded the trustees that the strategy had been done by design in order to reduce the larger year end carry over. She also reviewed the General Fund projections spreadsheet and noted that for the next several years revenues and expenses are closely matched and carryovers each year are projected to be at least \$3 million.

December investments earned about \$15,327 with a principal of about \$10,108,759 in bank accounts and investments at an average interest rate of 1.968%. Investment income revenue in 2018 was nearly double that received in 2017. Mr. Carlson asked if the higher than expected revenue was due solely to higher interest rates. Ms. Kroll replied that the higher rates along with conservative estimates contributed to the revenue exceeding expectations.

In the PLF, January showed an increase of 1.18% over January of 2018. Ms. Kroll explained that the Ohio State Assembly will be meeting to determine a biannual budget which should be completed sometime in June.

A motion was made by Mr. Rice and seconded by Mr. Carlson to approve the Financial Reports. The motion carried unanimously.

Director's Report

Director Carole Kowell gave a summary of highlights occurring in the month of December. She noted that auto renewals may have caused an increase in circulation in 2018, but also credited an outstanding collection and superior customer service for the increase. She highlighted some events that she felt placed the library on the forefront of innovation such as the Sensory Santa visits in Brunswick. She shared a thoughtful letter from a grandparent whose autistic grandchild had benefited from the program.

Communications: Along with the afore mentioned letter, Ms. Kowell shared the following communications:

- The Adventist Community Service Center thanked MCDL for their role in the Warm Up Medina County Campaign.
- Medina City Schools also thanked MCDL for their contribution in delivering knitted articles to Garfield Elementary School
- A Seville youngster named Samir wrote a nice thank you letter to Outreach Manager Ann Plazek thanking her for her contribution to his service project.

Personnel Report: Mr. Carlson moved to discuss the personnel report and Mary Schultz seconded. The December report on Human Resources activity was provided to the trustees by Human Resources Manager Julie Carragher. She noted that December is typically a quiet month for her department. She noted that security officer David Yale had started in his position.

A motion was made by Mr. Carlson and seconded by Mary Schultz to approve the report. The motion passed unanimously.

David Yale was introduced to the trustees.

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee: No meeting

Policy and By-Laws Committee: No meeting

Buildings Committee: No meeting

Unfinished Business:

A. Medina Building Issues: Ms. Kroll reported that discussion has been ongoing to determine the responsibility of the contractor, EnviroCom, Inc., for the delays in the Medina Exterior Tile Project. She added that Bricker and Eckler, the law firm contracted to handle litigation over the original build, is offering counsel on the matter. Mr. Carlson asked if any of the proposed delays might carry the project beyond the May date of litigation. Ms. Kroll replied that they shouldn't.

New Business:

A. Strategic Plan Quarterly Update: Ms. Kowell reported that the current strategic plan is right on schedule with many of the goals already achieved. Ms. Ogden asked if the "no report" entered for the Collections portion meant that there hadn't been progress in that area. Collection Resources Manager Chris Weaver-Pieh answered that no important milestones happened in the final quarter of 2018, but many of the goals for that section had already been reached and the remaining few were near completion, but not to the point of being reported in that quarter. Mr. Carlson remarked how impressed he had been when visiting branches by the staffs' knowledge of the local residents' demands and how to best market materials to them.

B. 2018 Accomplishments: The trustees received a list of the most notable achievements accomplished at MCDL in 2018. The list included the top 20 as chosen by Ms. Kowell who commented that the task had been difficult considering the long list of outstanding achievements.

At this point in the meeting, Ms. White asked to discuss a topic not listed on the agenda. She explained that she had been approached by board members to consider having security personnel, possibly the Medina security officer, present at board meetings. She had contacted the OLC to get information regarding the request and asked for the opinion of the trustees. There was concern over the security officer being removed from the duties for which he was employed given that his position was part time. Ms. Ogden asked what duties he had been hired to perform. Ms. Kowell explained that he had been employed to monitor the after school activity at Medina Library and to build a relationship with the young library users, particularly the teens. She offered to ask other library directors if security is present at their board meetings. She will follow up with the board.

C. 2019 Board Committees: Ms. Schultz moved to discuss the 2019 Board Committee appointments. Ryan Carlson seconded the motion and Ms. White presented the following committees. It was declared that there would be two committees with a vacancy pending the replacement of Linda Meyer who had resigned her position on the board. The following committees were approved unanimously:

- Personnel Committee: Mary Schultz-Chair, Ryan Carlson, Sharon Jenks
- Finance Committee: Mary Ogden- Chair, Mary Schultz, Vacancy
- Policy and By-Laws: Ryan Carlson-Chair, Brad Rice, Sharon Jenks
- Buildings: Brad Rice – Chair, Mary Ogden, Vacancy

D. Medina Wine and Canvas: Mr. Rice moved to discuss approval of a wine and canvas event in Medina and Ms. Ogden seconded the motion. Ms. Kowell said the events were very popular and always drew a nice crowd. Ms. Jenks asked for a description of what the event involves which Ms. Kowell provided. Ms. Jenks asked about the legal aspect and liability of allowing alcohol into the library. Ms. Kowell explained that it is a private event taking place after hours so it did not require a liquor license. Ms. Jenks stated that she would abstain from voting on this topic until she had a chance to become more completely informed.

Resolution 19-01: Upon a motion made by Mr. Rice and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves a Bring Your Own Wine event, Wine and Canvas Night, at the Medina Library on March 29, 2019. Five voted aye and one abstention.

E. Increase in 701 Fund Appropriations: Mr. Carlson moved to discuss the appropriations in the 701 Endowment Fund and Ms. Ogden seconded the motion. Ms. Kroll informed the trustees that a large donation had been made to provide technology to the tweens and teens at Medina Library. She asked that the funds be appropriated so the technology manager could purchase lap tops for that cause.

Resolution 19-02: Upon a motion made by Mr. Carlson and seconded by Ms. Ogden , the Medina County District Library Board of Trustees hereby approves the following increase in appropriations in the 701 Endowment Fund:

701-5-5510 Furniture and Equipment	\$ 10,000.00
Total	\$ 10,000.00

The motion carried unanimously.

F. Policy FIN-14 Credit Card Policy: Mr. Carlson moved to discuss the revised Credit Card Policy and Ms. Schultz seconded the motion. Ms. Kroll gave an in depth explanation of the State Auditor’s interest in reducing credit card fraud in public entities. There had been very stringent new requirements put in place and an updated policy was needed in order to be compliant. Ms. Kroll gave details of the revisions to the policy and asked for approval.

Resolution 19-03: Upon a motion made by Mr. Carlson and seconded by Ms. Schultz, the Board of Trustees of Medina County District Library hereby approves the revised policy FIN-14 Credit Cards, effective immediately, January 21, 2019. The motion carried unanimously.

G. Donations: Upon a motion by Mary Ogden and seconded by Mr. Carlson, the following donations were approved unanimously.

1. Renee Osbourne: \$25 in honor of Ilsa Miller
2. Healing Hearts: \$100
3. Mary Rosenberg: \$50
4. Carol Dirieux, Peg and Dick Hunter: \$50 in honor of Mr. & Mrs. Tom Favret
5. Anna M. Mauch; \$2500 in memory of Walter Feist
6. Janice I. Clark: \$50
7. Aldi's: \$140 for Medina After-school Snacks
8. Cynthia Cook: \$7500 in memory of P.W. Wiandt

Trustee's Comments

Ms. Jenks thanked the Board and staff for her warm welcome and orientation. She was in awe of the Board and all they accomplish, saying she has been a library advocate for years. She thanked all the donors of the Library.

Mr. Carlson thanked Ms. Carragher for her summary of the FMCS team building workshop, thanked staff for their 2018 accomplishments, and thanked Ms. Weaver-Pieh for her merchandising expertise.

Mary Ogden echoed Mr. Carlson's comments.

Kyle White welcomed everyone and predicted a great year for the Library in 2019.

Adjournment: Upon a motion made by Ms. Ogden and seconded by Ms. Jenks, the meeting was adjourned at 7:44 p.m. The motion was carried unanimously.

NEXT BOARD MEETING

Monday, February 18, 2019 at 6:00 p.m. at Medina Library